

## Attachment B

### **Agency MBE Responsibilities**

For Task Orders awarded on and after July 1, 2005, agencies are responsible for the following:

- Establishing an appropriate MBE goal for each Task Order Request for Proposals (TORFP) to be issued. Goals must be consistent with contract requirements, supported by a determination, and are subject to DBM approval.
- Ensuring that proposed MBE subcontractors are certified and have not graduated from the program for the types of services to be provided under the Task Order.
- Reviewing, documenting and determining the appropriateness of any waiver requests. If a waiver is determined to be appropriate by an agency, DBM approval must be obtained prior to granting the waiver.
- Assuring that monthly MBE reports from prime contractors and subcontractors are received by the 15<sup>th</sup> of each month and validated; following-up, as needed, when such reports are not timely received to insure that prime contractor and subcontractor reports are received.
- Entering MBE subcontractor payment data into the ADPICS 2345 and 2355 screens for the purchase order releases related to awarded Task Orders.
- Monitoring goal achievement for each Task Order and resolving all issues related to MBE compliance.
- Reporting Task Order awards and actual payments to MBEs on the agency's annual MBE report to the Governor's Office of Minority Affairs. For reporting purposes, Task Orders should be treated as if they were stand-alone contract awards.
- Reporting waivers on the agency's Annual Waiver Report to the Board of Public Works. For reporting purposes, Task Orders should be treated as if they were stand-alone contract awards.
- Maintaining a procurement record of MBE performance and all other documents related to the Task Order.

Reporting to DBM any contract performance problems related to the Task Order.